



**Indiana
Professional
Licensing
Agency**

State Board of Funeral & Cemetery Service
402 West Washington Street, Room W072
Indianapolis, Indiana 46204
Phone: (317) 234-3031
Website: PLA.IN.gov

Michael R. Pence, Governor

Nicholas W. Rhoad, Executive Director

Funeral Director/Embalmer/Courtesy Card Renewal Form

You may renew online at www.pla.in.gov or complete and mail this document with the renewal fee of \$50.00 for **Funeral Director and Embalmer licenses** and \$150.00 for **Courtesy Cards** to the address in the top right corner. Make check or money order payable to 'Indiana Professional Licensing Agency'. If this document is postmarked after your license expiration date you must include a \$50 late fee.

LICENSEE INFORMATION: Update address, if needed, and provide a current phone number and email address			
Licensee Name	License Number	Expiration Date	Renewal Fee Funeral Director - \$50 Embalmer - \$50 Courtesy Card - \$150
Street Address:	City	State	Zip
Phone Number	Email Address		

RENEWAL QUESTIONS	
1. Has any professional license, certificate, registration, or permit you hold or have held been disciplined or are formal charges pending?	YES NO
2. Have you been denied a license, certificate, registration, or permit in any state?	YES NO
3. Since you last renewed, and except for minor violations of traffic laws resulting in fines and arrests or convictions that have been expunged by a court, have you been arrested, entered into a diversion agreement, been convicted of, pled guilty to, or pled nolo contendere to any offense, misdemeanor, or felony in any state?	YES NO
If answering yes to question 1, 2, or 3, please include documentation explaining the circumstances and official documents explaining discipline, charges, convictions, etc. and the status of criminal probation, if applicable.	

ADDITIONAL INFORMATION
After your license has been renewed you may will need to print a free license card or order one from our website at www.in.gov/pla/license.htm to comply with the posting requirements.

CONTINUING EDUCATION FOR FUNERAL DIRECTORS AND EMBALMERS
By signing below I hereby swear or affirm under the penalties of perjury that I have completed the continuing education required by IC 25-15-6-5 and 832 IAC 4 to renew a FUNERAL DIRECTOR or EMBALMER license ACTIVE.
If renewing inactive without obtaining the continuing education, check this INACTIVE BOX. <input type="checkbox"/>

LICENSEE AFFIRMATION	
I hereby swear or affirm under the penalties of perjury that the information provided here is true and correct to the best of my knowledge.	
Signature of Licensee	Date (month, day, year)

Visit us on the web at www.pla.in.gov for additional information regarding your licensure, or email the Board at pla12@pla.in.gov.

FOR OFFICE USE ONLY		
Renewal Fee:	Receipt No.:	Date: